

I. INTRODUCTION

The Field office carries out for an assigned circuit (1) the original inspection and weighing of grain or the supervision of these activities conducted by licensed inspectors under the U.S. Grain Standards Act of 1976; and (2) the permissive inspection of assigned agricultural commodities including rice, under the Agricultural Marketing Act of 1946 as amended.

The incumbent is responsible for supervising inspection and weighing activities for assigned shifts at an export elevator. Work assignments are rotated among shifts and elevators within the commuting area.

II. BASE LEVEL OF WORK SUPERVISED (GS-9)

5 to 10 GS-1980-5, 7, 9
2 to 10-GS-1981-3, 4, 5, 7

III. DUTIES AND RESPONSIBILITIES

Plans, directs and coordinates day-to-day assignments of Federal personnel engaged in weighing, grading, testing, sampling, and certifying grain, rice, and related agriculture commodities, and consults with the field office supervisor in analyzing and recommending solutions to unusual cases as they develop. By over-the-shoulder observation, determines the accuracy of graders interpretations in the application of the standards and grading handbooks; insures proper procedures are used in the grain weighing operation; and initiates corrective actions to achieve uniformity of interpretations and procedures.

Coordinates the day-to-day supervision of FGIS inspectors, weighers and samplers; provides technical on-the-job instructions in weighing, grading and sampling methods, and techniques for over-the-shoulder supervision; and renders opinions on interpretative factors. Determines grading accuracy by reviewing samples obtained and graded by the inspectors and initiates any corrective action necessary to maintain uniformity in the weighing and inspection program. The incumbent participates in conducting weighing and grading courses and other training activities. Examines prospective licensees to determine their competency prior to license issuance. Insures all inspection equipment is checktested on schedule and is in good state of repair.

The incumbent has a good working knowledge of and is well qualified to explain the objectives and requirements of the U.S. Grain Standards Act of 1976, the Agricultural Marketing Act of 1946, and the rules and regulations thereunder; interprets grain and other physical standards; and

explains inspection and weighing procedures, and requirements to the industry, state and local inspection agencies, and other interested groups.

Based on experience and studies made in the circuit, recommends changes and revisions in weighing procedures, official standards, and specifications. As assigned, performs special projects to investigate weighing, sampling, testing, and grading methods and techniques on new or modified equipment and submits reports and recommendations of findings to the appropriate offices.

Assists in planning, directing, and coordinating the day-to-day operations to assure that Federal Standards and specifications are uniformly interpreted and applied throughout the assigned geographical area. Prepares work reports and reviews work reports prepared by others, pertaining to the technical and administrative activities of the office.

The incumbent directs and supervises the handling of appeals under the U.S. Grain Standards Act of 1916, and the Agricultural Marketing Act of 1946, and advises members of the trade of their appeal rights and procedures to be followed in requesting appeals.

Dials directly with industry representatives to resolve problems that occur in inspection, weighing, safety, billing, personnel, staffing, workloads and other areas where problems may develop.

Is responsible for coordinating the Agency's safety program at each work site. Maintains a thorough knowledge of FGIS safety standards and applies them to day-to-day operations. Reports all hazards to the field office supervisor or the designated field office safety officer as instructed.

May be assigned collateral duties in one of several functional areas in the field office such as training, safety, personnel, or laboratory supervision.

IV NATURE AND SCOPE OF SUPERVISORY RESPONSIBILITY

A. Supervision Rendered: Incumbent exercises full technical and administrative supervision over field office employees engaged in inspection, weighing, testing and sampling activities.

Supervisory responsibilities include:

- 1) planning and scheduling work to be accomplished by subordinates, reviewing time cards, and approving leave;
- 2) assigning work based on priorities, difficulty of assignments and capabilities of employees;
- 3) reviewing subordinates' work to insure satisfactory completion of assignments;
- 4) counseling employees and evaluating performance of subordinates;
- 5) advising and instructing employees on technical and administrative matters;
- 6) making recommendations for selections, promotions and reassignments;

- 7) hearing and responding to individual suggestions or complaints, referring all grievances under the FGIS-AFGE Labor Management Agreement to the field office supervisor;
- 8) carrying out minor disciplinary measures, and recommending action on serious cases;
- 9) identifying training needs of subordinates and providing for such training through use of available resources; and
- 10) carrying out appropriate equal employment opportunity and civil rights activities.

B. Supervision Received: The incumbent reports to and receives general instructions and guidance from the field office supervisor on policies, regulations, standards, effectiveness of supervision, and relationships with inspection agencies and the trade. Shift operations are subject to unannounced supervision visits by the field office supervisor. Written guidelines include official U.S. Standards, Inspection manuals, FGIS/AMS Instructions, and applicable statutes and regulations.